

(Rev. 12/2023)

Please Read Instructions on Page 2.

TRANSCRIPT ORDER FORM			
1. REQUESTOR'S INFORMATION			
NAME Stephen P. New, Esq.		TELEPHONE NUMBER 304-250-6017	
DATE OF REQUEST June 4, 2023	EMAIL ADDRESS (Transcript will be emailed to this address.) steve@newlawoffice.com; erin@newLawoffice.com; emilee@newLawoffice.com		
MAILING ADDRESS 430 Harper Park Drive		CITY, STATE, ZIP CODE Beckley, WV 25801	
2. TRANSCRIPT REQUESTED			
NAME OF COURT REPORTER			
OR CHECK HERE <input checked="" type="checkbox"/> IF HEARING WAS RECORDED ELECTRONICALLY (CourtSmart)			
CASE NUMBER 5:23-cv-530	CASE NAME Sheppheard, et al v. Justice, et al.	JUDGE'S NAME Hon. Cheryl A. Eifert	
DATE OF PROCEEDING May 31, 2024	TYPE OF PROCEEDING Motion Hearing	LOCATION OF PROCEEDING Huntington	
REQUEST IS FOR: (Select one) <input checked="" type="checkbox"/> FULL PROCEEDING OR <input type="checkbox"/> SPECIFIC PORTION (Must specify below)			
SPECIFIC PORTION(S) REQUESTED (If applicable):			
ADDITIONAL INSTRUCTIONS TO AID IN PREPARATION OF THE TRANSCRIPT:			
3. TYPE OF TRANSCRIPT REQUESTED		Maximum Rate Per Page	
Transcript Type	Original	First Copy to Each Party	Each Add'l Copy
30-Day Transcript (Ordinary): A transcript to be delivered within thirty (30) days after receipt of order.	<input type="checkbox"/> \$4.00	<input type="checkbox"/> \$1.00	<input type="checkbox"/> \$0.60
14-Day Transcript: A transcript to be delivered within fourteen (14) days after receipt of order.	<input type="checkbox"/> \$4.70	<input type="checkbox"/> \$1.00	<input type="checkbox"/> \$0.60
7-Day Transcript (Expedited): A transcript to be delivered within seven (7) days after receipt of order.	<input type="checkbox"/> \$5.35	<input type="checkbox"/> \$1.00	<input type="checkbox"/> \$0.60
3-Day Transcript: A transcript to be delivered within three (3) days after receipt of order.	<input checked="" type="checkbox"/> \$6.00	<input type="checkbox"/> \$1.20	<input type="checkbox"/> \$0.75
Next-Day Transcript (Daily): A transcript to be delivered prior to the normal opening hour of the Clerk's Office on the calendar day following receipt of the order, regardless of whether or not that calendar day is a weekend or holiday.	<input type="checkbox"/> \$6.70	<input type="checkbox"/> \$1.35	<input type="checkbox"/> \$0.90
CD of electronically recorded proceeding	<input type="checkbox"/> \$34.00		
4. CERTIFICATION: By signing below, I certify that I will pay all charges (deposit plus additional).			
DATE 06/04/2024	SIGNATURE /s./ Maureen F. Gleason		

This form is used to order the transcription of proceedings. **COMPLETE A SEPARATE ORDER FORM FOR EACH CASE NUMBER AND FOR EACH COURT REPORTER FROM WHOM TRANSCRIPTS ARE ORDERED.**

CJA Counsel. CJA Counsel must complete an AUTH-24 in eVoucher to obtain approval for the transcript.

Appeal. If the case is on appeal, visit <https://www.ca4.uscourts.gov/> for transcript instructions. The transcript will need to be ordered through the United States Court of Appeals using their order form.

Completion. Complete Sections 1 – 4 in full.

Submitting to the Court.

Attorney – e-File the order form to the appropriate case in CM/ECF. *The form must be flattened prior to electronically filing in CM/ECF so that all fillable fields can no longer be modified.*

Non-Attorney/Private Party – Mail the order form to the Clerk’s Office, U.S. District Court, 300 Virginia Street, East, Room 2400, Charleston, West Virginia 25301.

Transcript Fee. The Court Reporter will notify you of the amount of the required deposit fee which may be mailed or delivered to the court. Upon receipt of the deposit, the court reporter will process the order.

CD Fee. Upon receipt of payment of the CD fee, the Clerk’s Office will process the order. Payment may be made by mailing a check or money order to Clerk’s Office, U.S. District Court, 300 Virginia Street, East, Room 2400, Charleston, West Virginia 25301, or credit card by calling the Clerk’s Office at 304-347-3000.

Delivery Time. Delivery time is computed from the date of receipt of the deposit fee or, for transcripts ordered by the federal government, from the date of receipt of the electronic notification.

Completion of Order. The court reporter will notify you when the transcript is completed.

Balance Due. If the deposit fee was insufficient to cover all charges, the court reporter will notify you of the balance due, which must be paid prior to delivery of the transcript.